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## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** James A. Carder  
**DATE:** February 6, 2002  
**RE:** SAM II Financial Fiscal Year End Accounting Procedures

This memorandum contains key information needed to close Fiscal Year 2002 (FY02) and begin Fiscal Year 2003 (FY03) for SAM II Financial. Please share this information with all individuals in your agency responsible for any of these SAM II Financial functions.

### **Document Transaction Cut-off Dates and Instructions**

See the attached Calendar of Events for the applicable document transaction cut-off dates.

Interface and paper agency cut-off dates are one day prior to the on-line agency cut-off dates to allow interface and paper agencies a day to correct any rejected documents on the Suspense File (SUSF).

All documents must have the final **agency** approval applied if OA/Accounting is the PEND5 approval by 5:00 p.m., or be in accept status if the agency applies the final approval prior to 6:00 p.m. on the agency cut-off date.

All supporting documentation requiring OA/Accounting approval must be received in OA/Accounting prior to 5:00 p.m. on applicable agency cut-off dates unless an earlier time is noted in the Calendar of Events.

Agencies may process documents requiring OA/Accounting approval after the cut-off dates published in this memorandum. OA/Accounting will not guarantee that documents submitted after the cut-off date will be processed before the end of FY02. Documents will be processed in date received order after all the supporting documentation, received on or prior to the published cut-off dates, has been reviewed by OA/Accounting. Any supporting documentation remaining in OA/Accounting for documents that do not get processed prior to 6:00 p.m. on June 26, 2002 will be returned to the agency to resubmit from FY03 funds.

### **Document Transaction Cut-off Dates and Instructions (Continued)**

The SAM II Financial System will be unavailable to agencies from 6:00 p.m. on June 28, 2002 through July 7, 2002. During this time, OA will be performing necessary fiscal year end processing tasks. If we find it necessary to extend the downtime or if we complete all the required steps earlier, we will notify agencies of the SAM II Financial System availability through the samii-fin discussion list.

### **Payment Transaction Document Reminders**

The receipt of goods and/or services is required prior to the submission of the payment request.

If a VIQ is not completed, enter the actual invoice date in the Date of Record field on payment transaction documents. If completing a VIQ, please ensure that the actual invoice date is entered in the Date of Record field on the VIQ. **The correct entry of this information is imperative to the accurate financial reporting of accounts payable at the end of FY02.**

Agencies must record the fiscal year, acceptance date, document type, agency number, and document number in the upper right hand corner of the original invoice.

### **AD/EF, Scheduled Payment Dates, and the SCHD Table**

All payment documents acceptance dates or scheduled pay dates for FY02 obligations **must** be on or prior to June 26, 2002. Checks (AD) or electronic fund transfers (EF) for FY02 obligations must be dated on or before June 28, 2002.

Any payment document on the Scheduled (SCHD) table on June 27, 2002 will be modified to zero by OA/Accounting.

If OA/Accounting deletes a payment document or modifies it to zero, the agency will need to reenter the document from FY03 funds with an FY03 document number.

### **Approval (APRV) Table Update**

The Approval (APRV) table will be changed by OA in SAM II Financial after the nightly cycle on June 26, 2002 to require level 5 approval on all payment and procurement documents for the remainder of June. This includes VI and VIQ transaction documents.

### **Document Deletion**

FY02 payment or procurement documents not in accept status by 6:00 p.m. on June 26, 2002 will be deleted by OA/Accounting on June 27-28, 2002.

### **Document Deletion (Continued)**

Any other document type, except payment and procurement (deleted on June 27-28), JV and JVP (will remain on SUSF through July 19), not in accept status by 6:00 p.m. on June 28, 2002 will be deleted by OA/Accounting prior to SAM II Financial coming back up in July.

### **Journal Voucher Processing**

JV and JVP documents applicable to FY02 must be in accept status by 6:00 p.m. on July 19, 2002.

JVs or JVPs to correct FY02 transactions that increase general revenue expenditures or decrease general revenue cash not in accept status on or before **4:00 p.m.** on June 28, 2002 will require OA/Budget and Planning's written approval prior to OA/Accounting review in July. OA/Budget and Planning approval must be in writing and submitted with the JV supporting documentation to OA/Accounting.

OA/Accounting will remove all agency approvals from JVs and JVPs on June 28, 2002 from **4:00 p.m.** to 6:00 p.m. to ensure that agencies review these documents in July when the system is available. Agencies must ensure that the accounting period and budget fiscal year fields are completed correctly and obtain OA/Budget and Planning approval if needed before reapplying the agency approvals.

JVs or JVPs entered or in PEND status in July charged to FY02, must have an accounting period (13), fiscal year (02) entered in the accounting period field and budget fiscal year (02) in the BFY field. If the accounting period and BFY fields are left blank, the document will default to FY03.

The quarterly cut-off dates for correcting JVs for the remainder of FY02 and FY03 are on the attached Calendar of Events. These cut-off dates are not applicable for deferred revenue JVs. JVs completed for deferred revenue should be completed following the associated SAM II Policies and Procedures.

Submission of JVs after the applicable cut-off date will require written justification from the agency. Justification requests solely based on the fact that the agency did not have enough time to process the JV before the cut-off date will be denied. OA/Accounting will also review the justification based on the materiality, etc. Requests not viewed as critical may be denied. If a JV processing exception is approved, then the agency must submit a copy of the written exception with OA/Accounting approval with each JV that fits the criteria. If an agency does not attach a copy, then OA/Accounting will reject the JV because it does not comply with the JV processing guidelines. OA/Accounting will not routinely attach the exception approval because the agency must document which JV transactions are being submitted under the exception for a clear audit trail.

### **Accounts Receivable**

**Potentially Uncollectible Receivables (PUNR)** – The PUNR table will be opened for agency review and update on June 3, 2002. Review receivables on the Potentially Uncollectible Receivables (PUNR) table and enter an “S” in the write-off indicator field if it is a receivable that has been approved by your agency for write-off. An agency must send supporting documentation for the write-off request to OA/Accounting by mail, fax (573-751-0523) or e-mail to [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us) the same day that the “S” is entered on the table by the agency.

The PUNR will be closed to agency access on June 21, 2002 at 5:00 p.m.

**Receivable (RE)** – RE documents for goods or services (internal and external) provided prior to June 30 but billed after June 30, must be coded to FY03 and be in accept status by 6:00 p.m. on July 31, 2002. OA/Accounting, Financial Reporting Unit, will include all July RE documents coded in July 2002 (FY03) as an addition to June revenue on the FY02 Comprehensive Annual Financial Report.

**Recurring Receivable (RERE)** – There is not an automated process for rolling over the RERE table entries. Agencies are reminded to use the detailed coding instructions in the SAM II Policies and Procedures manual to set these tables up in the new fiscal year.

**Summary Receivable** – Summary Receivable SAM II Policies and Procedures require agencies to update SAM II Financial and reconcile their legacy system to SAM II on a monthly basis unless a written exception is approved by OA/Accounting. **Agencies must have all summary receivables updated and reconciled prior to 6:00 p.m. on June 28, 2002.**

### **Check Cancellations**

OA/Accounting is establishing a SAM II Financial check cancellation policy for the remainder of FY02 and continuing on in future fiscal years to improve workload distribution and to ensure that checks are cancelled in a timely manner.

<b>Check Date</b>	<b>Cut-off Date</b>
January 2002 – March 2002	April 30, 2002
April 2002 – June 2002*	June 26, 2002* (Appropriation and Cash Restored)
April 2002 – June 2002	July 19, 2002* (Cash Restored)
July 2002 – September 2002	October 31, 2002
October 2002 – December 2002	January 31, 2003
January 2003 – March 2003	April 30, 2003
April 2003 – June 2003	July 18, 2003

\*Check cancellations received after June 26, 2002 will restore the cash (fund) balance but will **not** restore the appropriation.

### **Check Cancellations (Continued)**

Check Cancellation (CX) forms completed to cancel checks issued on or before June 30, 2002 must be on a separate CX form from checks issued after June 30, 2002.

Submission of CX forms after the applicable cut-off date will require written justification from the agency. The written justification must include an explanation for the late submission of the CX form.

### **Prior Year Adjustments**

Adjustments to FY02 revenues, expenditures, etc., using a JV document can be processed on or before 6:00 p.m. on July 19, 2002. FY02 adjustments after July 19, 2002 will be considered prior year adjustments. Please refer to the Prior Year Adjustment memorandum dated September 24, 2001 for more details.

### **Enforcement of Cut-off Dates and SUSF Table Clean-up**

Cut-off dates included in this memorandum will be strictly enforced unless a copy of an agency written justification memorandum is approved by OA/Accounting and attached to the supporting documentation.

Agencies must review the SUSF table and delete FY02 documents with a cut-off date of June 26, 2002 or prior that are not in accept status by 6:00 p.m. on June 26, 2002.

OA/Accounting will delete FY02 payment and procurement documents on SUSF after 6:00 p.m. on June 26, 2002 on June 27-28, 2002.

Fixed Asset documents in Held status will be deleted. However, document templates in a Held status will be left on SUSF for agency use again in July.

OA/Accounting will continue to clean up the SUSF table on a quarterly basis during the fiscal year. However, we strongly encourage agencies to review SUSF and clean up unnecessary documents on an ongoing basis throughout the year so that the agency maintains control and is aware of all document actions. OA/Accounting will not notify agencies when documents are deleted by OA/Accounting during SUSF clean up.

### **Additional Memorandums/Instructions to be issued at a Later Date**

**Purchase Order Rollover Process (PORL)** – OA/Accounting will issue a memorandum during the first part of June to agencies detailing procedures. The reports will be put on MOBIUS listing the open purchase orders by appropriation type to assist agencies with the PORL process.

Agencies must ensure that all purchase orders associated with a job, project, or reporting category are modified to the current accounting distribution or cancelled prior to deleting the job, project, or reporting category throughout the year to assist with the PORL process.

### **Additional Memorandums/Instructions to be issued at a Later Date (Continued)**

Last year during the PORL process, some agencies attempted to roll purchase orders that did not have the same accounting distribution in both years. Also, some agencies attempted to roll purchase orders that referenced closed jobs, projects, and grants. The fiscal year end downtime in July 2001 was extended by two days because OA had to fix agency errors associated with these issues.

OA will issue PORL guidelines to the agencies during the first part of June. OA will implement procedures to monitor agency compliance in regard to the PORL guidelines. **If an agency does not comply with the guidelines distributed for FY02, then the agency will be denied the opportunity to use the PORL process at the end of FY03.**

**Federal Aid Inference Table (FAIT)** – Instructions and an Excel spreadsheet for the set up of the FAIT FY03 table entries will be sent to agencies no later than May 31, 2002. The FAIT table spreadsheets will be uploaded on July 8, 2002.

**Potentially Uncollectible Receivables (PUNR)** – See the Accounts Receivable section for details regarding the PUNR table.

**Recurring Payment Voucher Table (REPV)** – Instructions and an Excel spreadsheet for the set up of the REPV FY03 table entries will be sent to agencies no later than May 15, 2002. June 3, 2002 will be the cut-off date for agencies to send e-mail to [OASAMIICentralAcct@mail.ia.state.mo.us](mailto:OASAMIICentralAcct@mail.ia.state.mo.us) requesting an Excel spreadsheet that lists all REPV transactions currently on the table for the agency.

**Reporting Category Table (RPTG)** – Table entries for FY03 are currently on the RPTG table and agencies may update the data as necessary.

### **Document Filing and Retention Reminders**

Agencies must follow the Document Numbering Policy and Procedures as detailed in the SAM II Policies and Procedures, SAM II System Navigation (D), Documents, Document Numbering. See Policies, Overview and Document Numbering by Transaction Table.

### **Index of Appropriations**

The FY03 Index of Appropriations will be available approximately July 8, 2002. Each section of the Index will be sorted first by organization code, then by house bill section, and then by fund. It will provide a short description of each appropriation as it is generated from the SAM II Budget System.

### **Policies and Procedures/Chart of Accounts Updates**

Updates are completed and posted to the Intra-net. An e-mail notice is sent to the SAMII-FIN Discussion List. If an individual in your agency needs this information and is not a member of the SAMII-FIN Discussion List, he/she may become a member by signing up on <http://modocs.intra.state.mo.us/modocs/lists.html>.

### **Reappropriation Processing**

Reappropriation processing will occur June 29 through July 8. The appropriation balances per House Bills 21 and the SAM II Financial System will be used to determine the FY02 reappropriated amounts.

### **Reference Table Additions**

Additions, deletions, and changes for FY03 for all codes must be submitted by May 17, 2002 to Michelle Cassidy through e-mail ([cassim@mail.oa.state.mo.us](mailto:cassim@mail.oa.state.mo.us)) or ad hoc routing.

### **Workflow Updates**

Additions, deletions, or changes to the rollups of FY03 organization codes may require updates to your agency's Workflow rules. Please ensure that any changes to your SAM II Financial Workflow rules for FY03 organization code changes are submitted by May 17, 2002. Requests should be signed by your agency's Workflow coordinator and submitted to OA/Division of Information Services/Systems & Programming, Harry S Truman Building, Room 280, Attn: Financial Support. Please have the requests prepared with appropriate effective dates. "FYE" in the Justification/Comments would also be helpful.

If you have any SAM II Financial Workflow questions, please have your Workflow coordinator contact OA/Division of Information Services/Systems & Programming's Financial Helpdesk. The phone number is 522-1500, Option 1. The e-mail address is [financial@mail.oa.state.mo.us](mailto:financial@mail.oa.state.mo.us).

### **Questions**

If you have any questions in regard to the information supplied in this memorandum, please contact your Agency Customer Service Coordinator. The Agency Customer Service Coordinator may contact the OA/Accounting Agency Customer Service Coordinators desk when necessary.

JAC:VH:vs/data/FY02-03 FYE Memorandum  
Attachment

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events  
For the  
Termination of Fiscal Year 2002  
And  
Beginning of Fiscal Year 2003**

<b><u>Statewide Cut-off Date</u></b>	<b><u>Explanation of Statewide Cut-off</u></b>
April 30, 2002	Supporting documentation for JVs for original transaction documents accepted during the period of January-March 2002 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 30, 2002	Check Cancellation (CX) form(s) for checks dated January-March 2002 must be received by OA/Accounting by 5:00 p.m.
May 17, 2002	FY02 SAM II Reference Table additions, deletions, and changes for Codes are due in OA/Accounting.
June 3, 2002	Send an e-mail to <a href="mailto:OASAMIICentralAcct@mail.oa.state.mo.us">OASAMIICentralAcct@mail.oa.state.mo.us</a> requesting an Excel spreadsheet that lists all REPV transactions currently on the table for the agency. <b>Note:</b> OA/Accounting will distribute guidelines to agencies on or before May 15, 2002 to assist agencies with the completion of the spreadsheet for FY03.
June 3-21, 2002	Review receivables on the Potentially Uncollectible Receivables (PUNR) table and enter an "S" in the write-off indicator field. Agency must send supporting documentation for the write-off request by mail, fax to OA/Accounting or e-mail to <a href="mailto:OASAMIICentralAcct@mail.oa.state.mo.us">OASAMIICentralAcct@mail.oa.state.mo.us</a> for approval to OA/Accounting the same day that the "S" is entered on the table by the agency.
June 3-27, 2002	Purchase Order Roll Over (PORL) table will be open for agency access. <b>Note:</b> OA/Accounting will distribute instructions on how to set the PORL table and post reports OFN118R1 and OFN118R2 to MOBIUS on or before June 3.
June 3-July 8 2002	Complete the Excel spreadsheet that lists REPV transactions according to the guidelines distributed by OA/Accounting and return to <a href="mailto:OASAMIICentralAcct@mail.oa.state.mo.us">OASAMIICentralAcct@mail.oa.state.mo.us</a> so that REPV records are created for FY02. OA/Accounting must receive the spreadsheets prior to 5:00 p.m. on July 8, 2002.



**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events**

Statewide Cut-off Date	Explanation of Statewide Cut-off																
June 14, 2002	Payment transaction documents requiring Division of Design and Construction (D&C) approval due in D&C by 5:00 p.m. to ensure payment from capital improvement FY02 accounts.																
June 14, 2002	Send Excel spreadsheet to <a href="mailto:OASAMIICentralAcct@mail.oa.state.mo.us">OASAMIICentralAcct@mail.oa.state.mo.us</a> for FY03 FAIT table upload by 5:00 p.m. <b>Note:</b> OA/Accounting will distribute guidelines detailing how to complete this Excel spreadsheet to agencies on or before May 31, 2002.																
June 20, 2002	Interface and paper agency cut-off date for submission of the following FY02 transaction documents: <table><tr><td>MP/PVV</td><td>PVQ</td></tr><tr><td>PV</td><td>PVS</td></tr><tr><td>PVE</td><td></td></tr></table>	MP/PVV	PVQ	PV	PVS	PVE											
MP/PVV	PVQ																
PV	PVS																
PVE																	
June 21, 2002	On-line agency cut-off date for submission of the following FY02 transaction documents: <table><tr><td>MP/PVV</td><td>PVQ</td></tr><tr><td>PV</td><td>PVS</td></tr><tr><td>PVE</td><td></td></tr></table>	MP/PVV	PVQ	PV	PVS	PVE											
MP/PVV	PVQ																
PV	PVS																
PVE																	
June 21, 2002	The Potentially Uncollectible Receivables (PUNR) table will close to agency access at 5:00 p.m. Write-off (WO) documents will generate during the nightly cycle on June 21, 2002. The WO documents will be approved by the OA/Accounting prior to 5:00 p.m. on June 28, 2002.																
June 25, 2002	Interface and paper agency cut-off date for submission of the following FY02 transaction documents: <table><tr><td>CRP</td><td>PDQ</td><td>RC</td><td>VI</td></tr><tr><td>P1</td><td>PG</td><td>RO</td><td>VIQ</td></tr><tr><td>PCQ</td><td>PGQ</td><td>SC</td><td></td></tr><tr><td>PCT</td><td>PVA</td><td>SCS</td><td></td></tr></table>	CRP	PDQ	RC	VI	P1	PG	RO	VIQ	PCQ	PGQ	SC		PCT	PVA	SCS	
CRP	PDQ	RC	VI														
P1	PG	RO	VIQ														
PCQ	PGQ	SC															
PCT	PVA	SCS															

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events**

**Statewide  
Cut-off Date**

**Explanation of Statewide Cut-off**

June 26, 2002      On-line agency cut-off date for submission of the following FY02 transaction documents:

CRP	PDQ	RC	VI
P1	PG	RO	VIQ
PCQ	PGQ	SC	
PCT	PVA	SCS	

June 26, 2002      Review of SUSF by agencies. Agencies must have all FY02 payment and procurement documents accepted or deleted by 6:00 p.m. unless it is a document template in held status.

June 26, 2002      All payment transaction documents charged to FY02 must be in **accept** status prior to 6:00 p.m. This includes CRP (interagency payment) documents.

**Note:** Any FY02 payment documents not in accept status on SUSF after 6:00 p.m. will be deleted by OA/Accounting on June 27-28, 2002.

June 26, 2002      Check Cancellation (CX) form(s) for checks dated April-June 2002 must be received by OA/Accounting by 5:00 p.m. to restore both the appropriation and cash.

June 27, 2002      PORL table agency access closed at 5:00 p.m.

June 27, 2002      Interface and paper agency cut-off date for submission of the following FY02 transaction documents:

AL	EB2	FT	MW	PJR	SN
AP	FA	FX	NF	PT	SR
AR	FB	IA	OC	PX	TA
CI	FC	JB	PA	PZ	TB
CR	FD	JBR	PB	RB	TI
CRQ	FM	JC	PI	RE	TR
EB	FS	MN	PJ	RM	TV

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events**

**Statewide  
Cut-off Date**

**Explanation of Statewide Cut-off**

June 28, 2002      On-line agency cut-off date for submission of the following FY02 transaction documents:

AL	EB2	FT	MW	PJR	SN
AP	FA	FX	NF	PT	SR
AR	FB	IA	OC	PX	TA
CI	FC	JB	PA	PZ	TB
CR	FD	JBR	PB	RB	TI
CRQ	FM	JC	PI	RE	TR
EB	FS	MN	PJ	RM	TV

June 28, 2002      Review of SUSF by agencies. Agencies must have all FY02 documents, unless it is a JV, JVP, or a document template in held status, accepted or deleted by 6:00 p.m.

**Note:** OA/Accounting will delete any FY02 documents except JV, JVP, or document templates, prior to SAM II Financial coming back up in July. OA/Accounting will **not** notify agencies or supply agencies with the document numbers deleted.

June 28, 2002      Fixed asset, accounts receivable (except for June 2002 revenue billed after June 30, 2002), deferred revenue, and other liability transactions must be reconciled prior to 6:00 p.m.

June 28, 2002      Summary receivable policy and procedures require agencies to update the SAM II system and reconcile their legacy system to SAM II on a monthly basis. Agencies must have all summary receivables updated and reconciled by 6:00 p.m.

June 28, 2002      SAM II Financial unavailable to agencies at 6:00 p.m.

July 1, 2002      Beginning of FY03.

July 8, 2002      SAM II Financial available for agency access.

July 8, 2002      FY03 Index of Appropriations available for agency use.

July 8, 2002      REPV (Recurring Payment Voucher) spreadsheets due in OA/Accounting by 5:00 p.m.

July 8, 2002      FAIT (Federal Aid Inference) spreadsheets uploaded to FY03.

**OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
Calendar of Events**

<b><u>Statewide Cut-off Date</u></b>	<b><u>Explanation of Statewide Cut-off</u></b>
July 10, 2002	Projected first check date in July.
July 19, 2002	Supporting documentation for JVs where original transaction documents accepted during the period of April-June 2002 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting. <b><i>Agencies must obtain a written prior approval from OA/Budget and Planning for JVs increasing General Revenue expenditures or decreasing General Revenue cash prior to OA/Accounting applying any approvals.</i></b>
July 19, 2002	Check Cancellation (CX) form(s) for checks dated April-June 2002 must be received by OA/Accounting by 5:00 p.m. Cash only will be restored.  <b><u>Note:</u></b> Check Cancellations for checks issued in FY02 will be accepted after this cut-off date but will require written justification.
July 31, 2002	Receivable (RE) documents for goods or services (internal and external) provided prior to June 30 but billed after June 30, must be coded to FY03 and in accept status by 6:00 p.m.
July 31, 2002	Close FY02 to statewide document processing. Close July FY03.
October 31, 2002	Supporting documentation for JVs where original transaction documents accepted during the period of July-September 2002 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
October 31, 2002	Check Cancellation (CX) form(s) for checks dated July-September 2002 must be received by OA/Accounting by 5:00 p.m.
January 31, 2003	Supporting documentation for JVs where original transaction documents accepted during the period of October-December 2002 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
January 31, 2003	Check Cancellation (CX) form(s) for checks dated October-December 2002 must be received by OA/Accounting by 5:00 p.m.

**OFFICE OF ADMINISTRATION  
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<b><u>Statewide Cut-off Date</u></b>	<b><u>Explanation of Statewide Cut-off</u></b>
April 30, 2003	Supporting documentation for JVs where original transaction documents accepted during the period of January-March 2003 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
April 30, 2003	Check Cancellation (CX) form(s) for checks dated January-March 2003 must be received by OA/Accounting by 5:00 p.m.
July 18, 2003	Supporting documentation for JVs where original transaction documents accepted during the period of April-June 2003 must be received by OA/Accounting by 5:00 p.m. JVs must have all agency approvals applied prior to submitting the supporting documentation to OA/Accounting.
July 18, 2003	Check Cancellation (CX) form(s) for checks dated April-June 2003 must be received by OA/Accounting by 5:00 p.m.